Module 6

Chapter 1

Viewing Pay, Benefits, and Entitlements Data

Chapter Overview

Introduction This chapter shows you how to view Pay, Benefits, and Entitlements (PB&E) data referred to as **Elements** in DCPDS.
- To view current Elements, use the **People** window.
- To view Element history information, use the **Assignments Folder** window that contains information on applicants, employees, and ex-employees in the database.

Chapter Contents

Who Does It?
- Personnelist
- Manager/Supervisor
- Employee
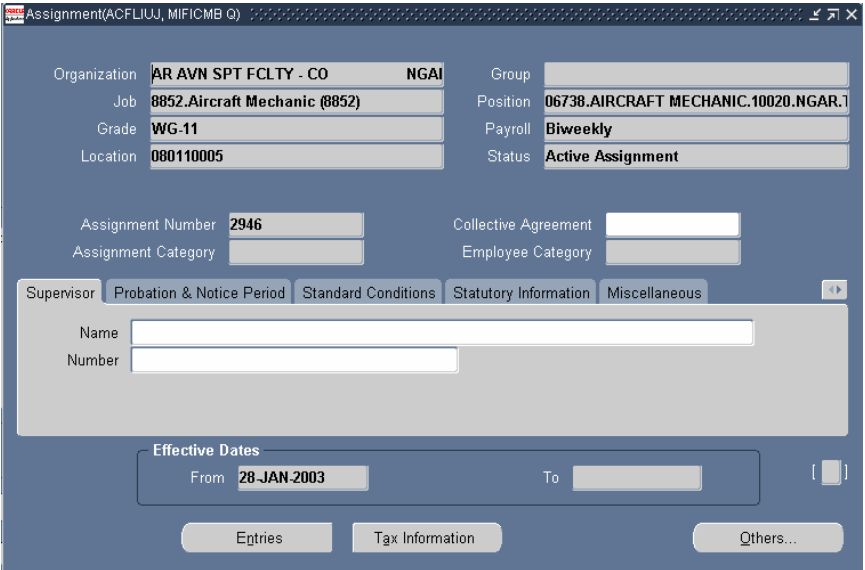
Viewing Current PB&E Data by Employee

Purpose	This procedure guides you through the steps to view an Employee's current elements.

Accessing the People Window

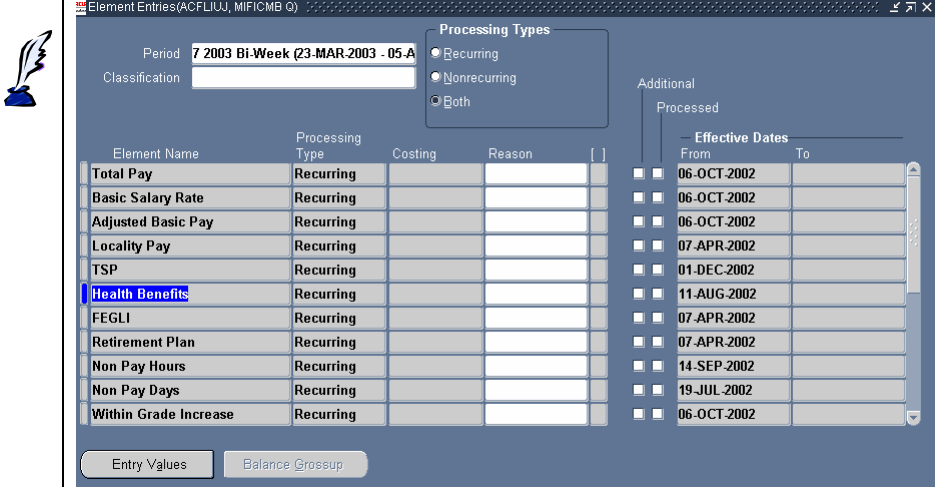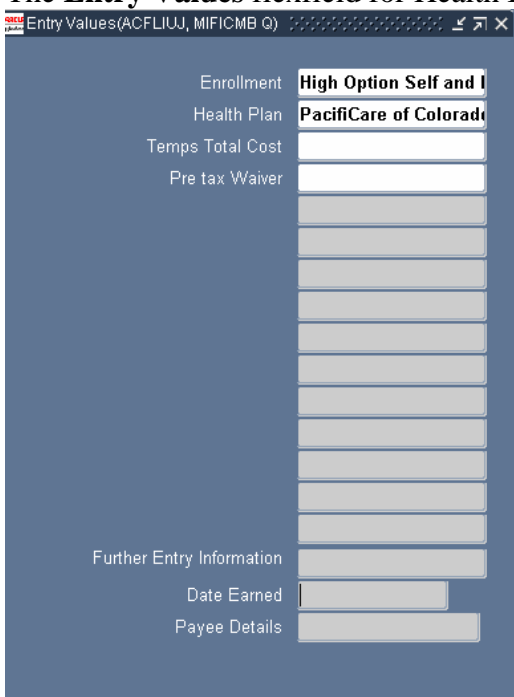| Step	Action
1	**Navigation Path** ∏ *People* ∏ *Enter and Maintain* ∏ *<***Open***>*.
2	The **Find Person** window opens Query for the employee by typing in the last name and clicking the **<Find>**button.
3	The **People** window opens the employee data as described in the Chapter Overview. Click the **<Assignment>** button.

Viewing Current Elements

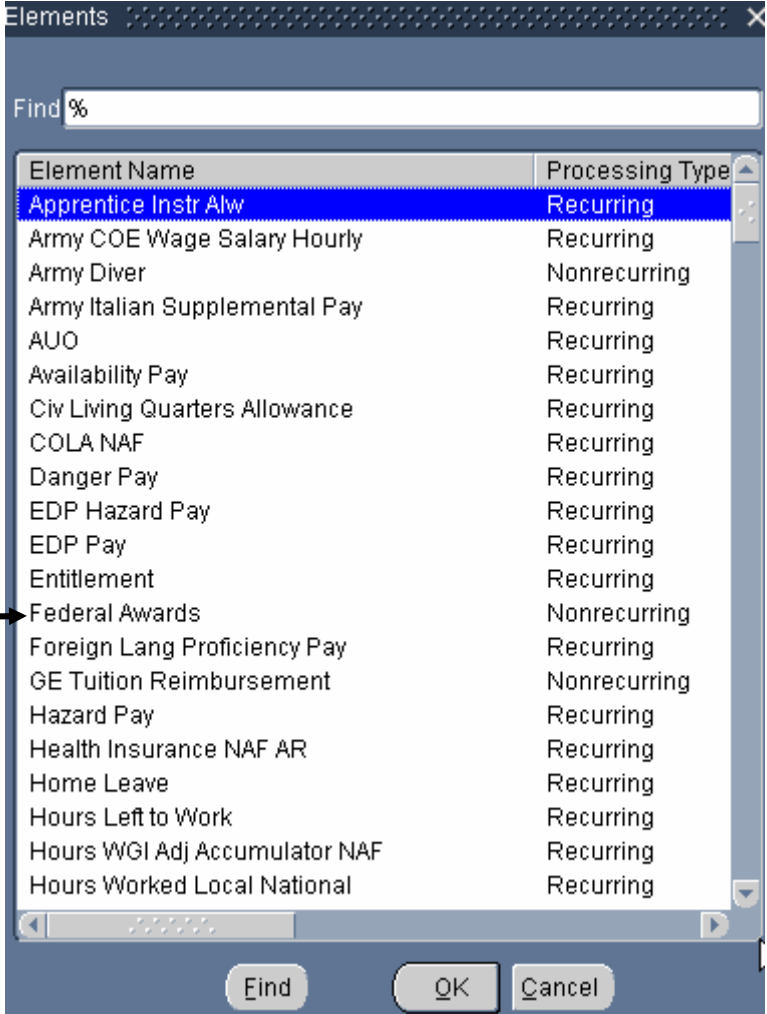| Step	Action
1	The **Assignment** window opens with many of the data fields populated and/or grayed out. Click the **<Entries>** button.

Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
2	The **Element Entries** window opens. Select the *Element Name* you want to view; e.g., Health Benefits. Click the **<Entry Values>** button. **Note:** The **<Others>** Taskflow button is not used by DoD.
3	The **Entry Values** flexfield for Health Benefits opens.

Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)

Step	Action
4	If the **Element Name** you need does not appear, place your cursor in a blank data field of the **Element Entries** window and click the LOV icon. The **Elements** Flexfield opens select the element. Click the **<OK>** button

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Viewing Current PB&E Data by Employee, Continued

Viewing Current Elements (continued)
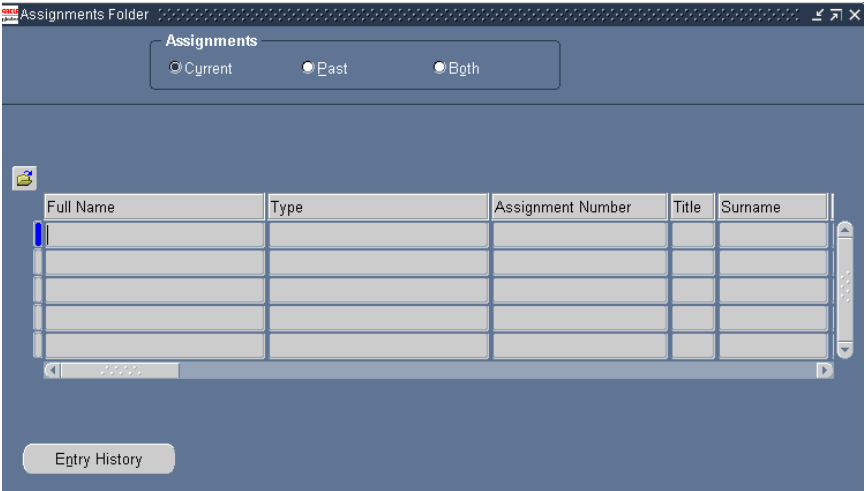
Step	Action
5	The selected **Element** now appears in the **Element Entries** window: 	Element Name	Processing Type	Costing	Reason	[ ]	 	Total Pay	Recurring				 	Federal Awards	Nonrecurring		...		 	Basic Salary Rate	Recurring				 	Adjusted Basic Pay	Recurring				 	Locality Pay	Recurring				 	TSP	Recurring				 	Health Benefits	Recurring				 	FEGLI	Recurring				 	Retirement Plan	Recurring				 	Non Pay Hours	Recurring				 	Non Pay Days	Recurring				 Entry Values Balance Grossup
6	Click the **<Entry Values>** button to view the elements data fields
7	When completed the viewing, exit the windows.

Viewing PB&E History

Purpose	This procedure shows you how to view the PB&E history information in the employee's record using the **Assignments Folder** window.
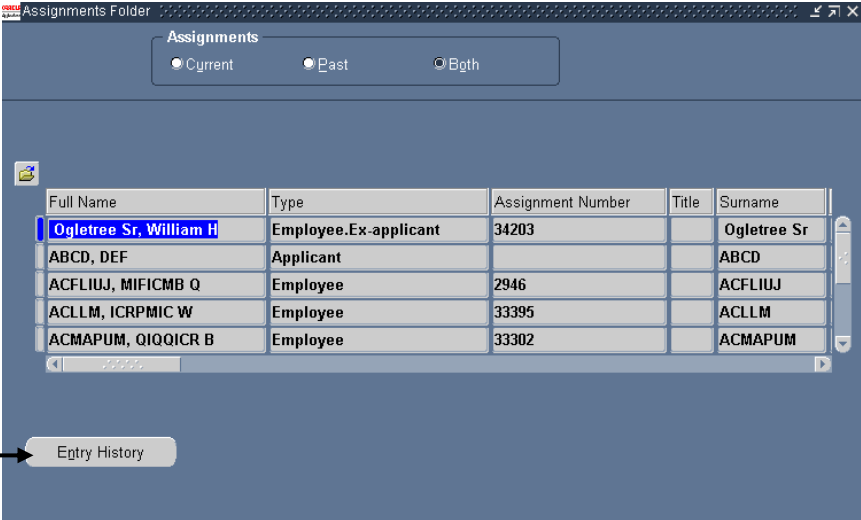
**Accessing the Assignments
Folder Window**

Step	Action
1	**Navigation Path** ∏ *View* ∏ *Histories* ∏ *Entries* ∏ **<Open>**. The **Assignments Folder** window opens. The window contains three buttons (*Current*, *Past*, and *Both*) in the *Assignments* Region, Employee data fields, and an <**Entry History>** Taskflow Button.
2	Click the *Both* button in the **Assignments** Region to access current and past history information.

Viewing PB&E History, Continued
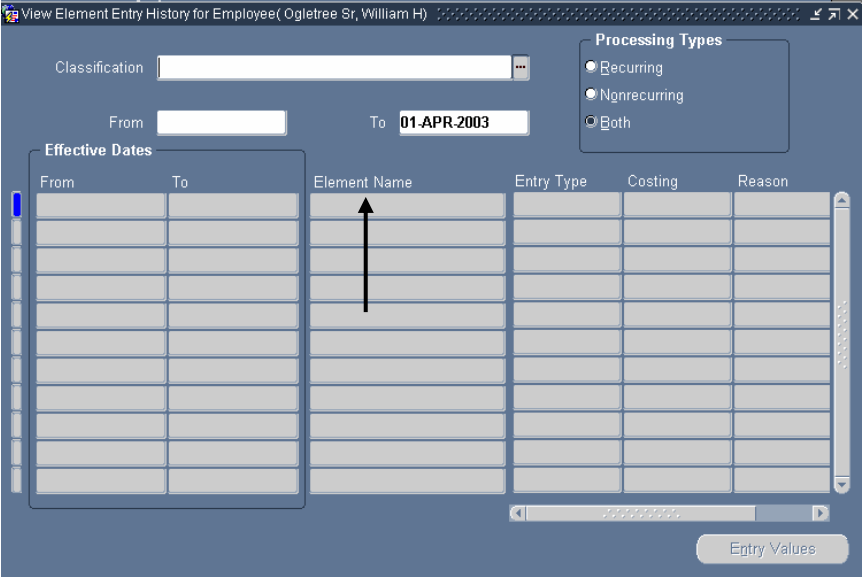
Accessing the Assignments Folder Window (continued)

Step	Action
3	With your cursor in the *Full Name* data field, query using **F11/CTRL +F11** to view a list of all employees with current and past element history information.
	Note*:* If you want to look at one employee's record, press F11, enter %, part of the employee's last name, %, and press CTRL +F11. The folder will populate with applicants, employees, and ex-employees beginning with the last name. Scroll through the list of names. Place the *Current Record Indicator* on the line of the desired name. The columns in view are: *Full Name*, *Daytime Phone #*, *Gender*, *Disabled*, and *Previous Last*. Use the bottom scroll bar to view remaining columns.
	Click the<**Entry History>** button.

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Viewing PB&E History, Continued
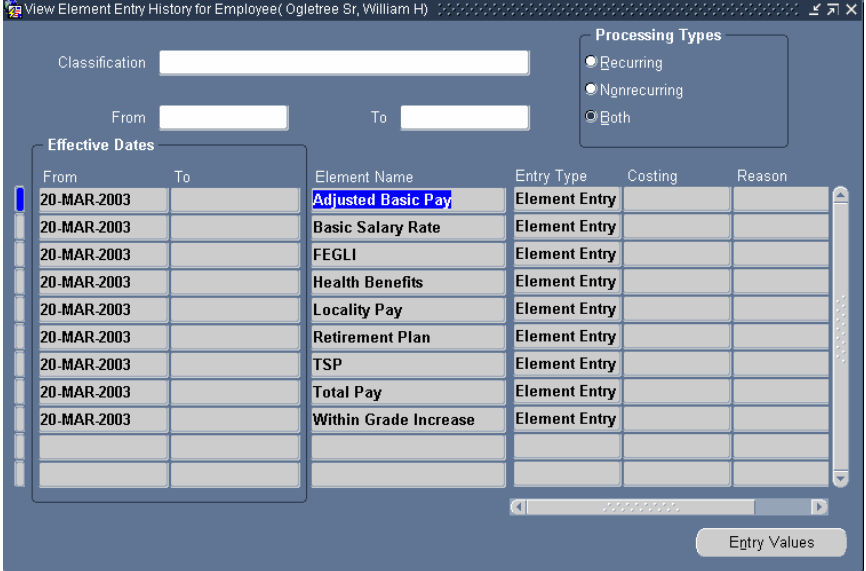
Viewing PB&E

Step	Action
1	The **View Element History** window opens with the cursor in the *Classification* data field. Place the cursor in *Element Name* data field.
2	Use the following decision logic to determine your next step: <table><tr><th>IF you want to view</th><th>THEN…</th></tr><tr><td>A specific element</td><td>Press F11; enter the desired element; e.g., Health Benefits, %, and press CTRL +F11 to run the query.</td></tr><tr><td>All elements</td><td>Press F11/CTRL + F11 to run a query to show all the elements in the employee's record.</td></tr></table>

Step	Action
1	The *Effective Date* and the *Element Name* populates if the employee's record contains the element. To view details of the element, click the *<Entry Values>* button.
2	The **Entry Values Flexfield** window opens with the information. View the information as needed.
3	Exit the window.

Viewing PB&E History, Continued

Viewing Elements
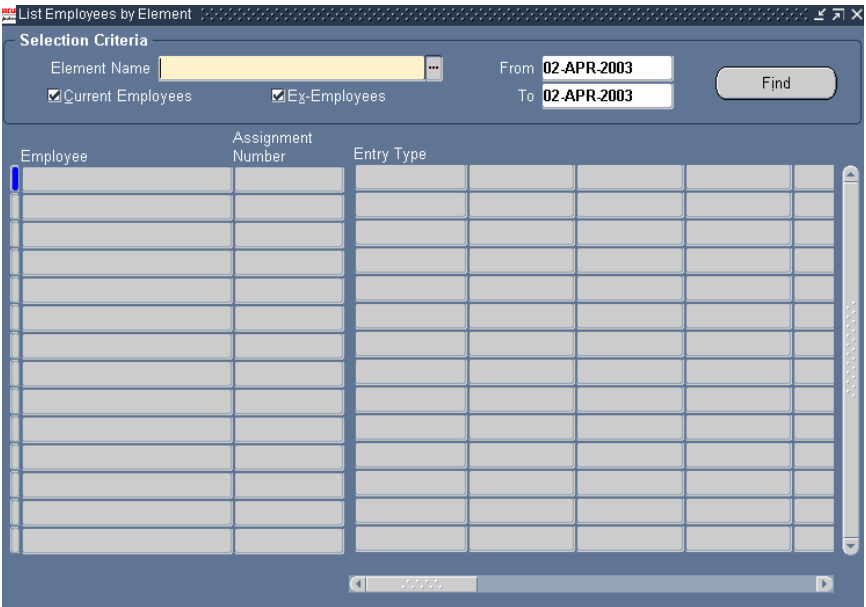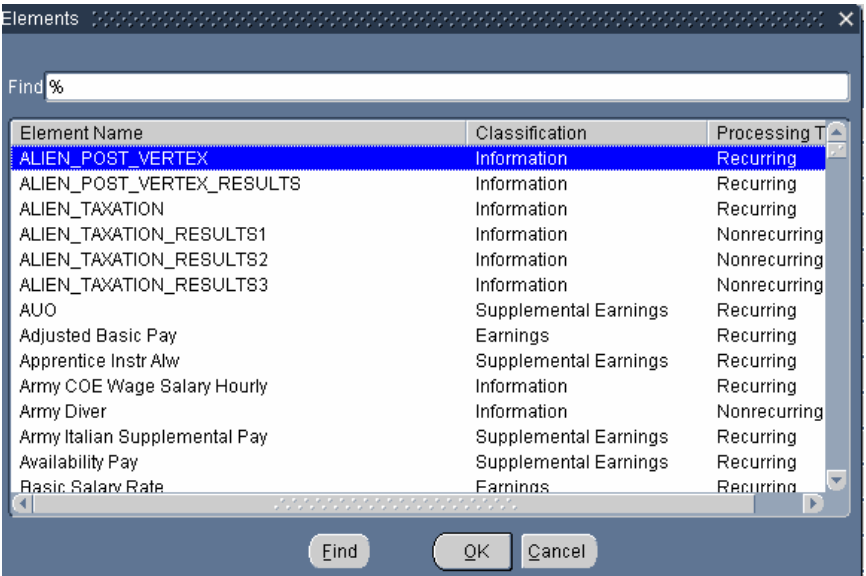
Step	Action
1	With the cursor in *Element Name* data field, press **F11/ CTTRL + F11** to execute and run a query. All elements populate with effective dates. Select an each element, and click the <**Entry Values**> button to view the details.
2	To exit each element, click the "**X**" in the top right corner.

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Viewing a List of Employees by Element

Purpose	This procedure guides you through the steps of viewing a List of Employees by Element.
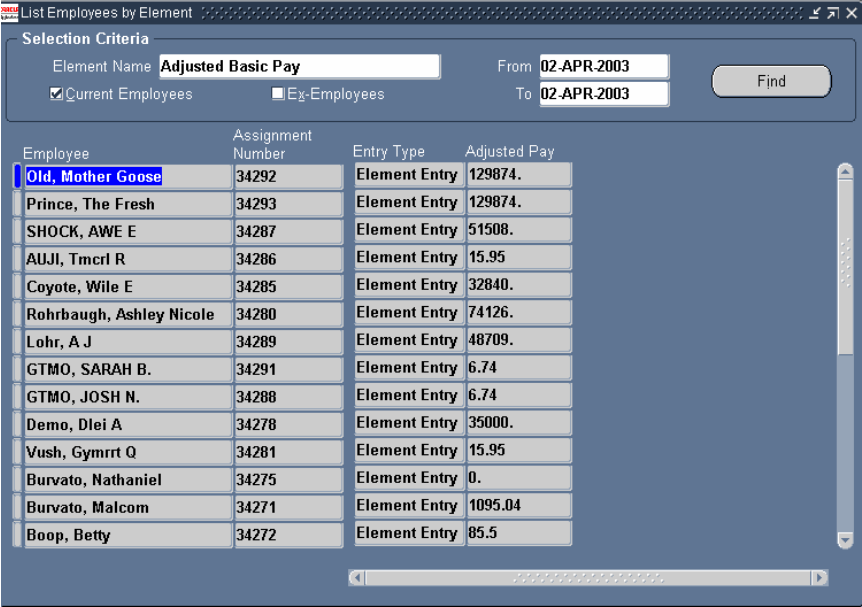
Viewing a List of Employees

Step	Action
1	**Navigation Path** ∏ *View* ∏ *Lists* ∏ *Employees by Element* ∏ **<Open>**.
2	The **List Employees by Element** window opens.
3	With your cursor in the *Element Name* data field, click the LOV and select the element needed, and click the **<OK>** button.

Viewing PB&E History, Continued

Viewing a List of Employees (continued)

Step	Action
4	The current date defaults in the ***To/From*** data fields. Adjust to the dates needed.
5	Select or deselect the checkboxes next to ***Current*** or ***Ex-Employees***.
6	With your cursor in the ***Employee*** data field, click the **<Find>** button to populate the data fields.

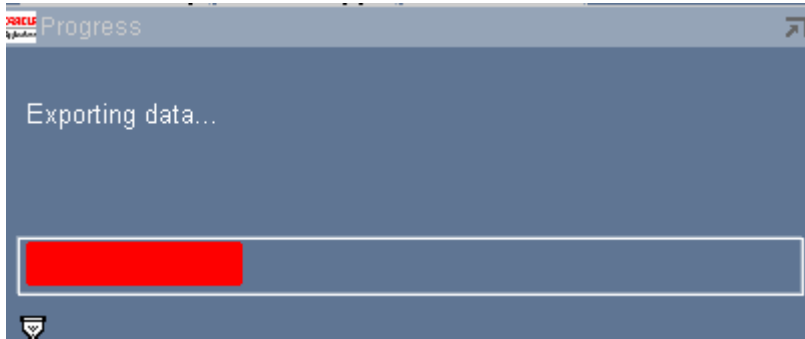|			
List Employees by Element			
Selection Criteria			
Element Name Adjusted Basic Pay		From 02-APR-2003	Find
☑Current Employees ☐Ex-Employees		To 02-APR-2003	
Employee	Assignment Number	Entry Type	Adjusted Pay
Old, Mother Goose	34292	Element Entry	129874.
Prince, The Fresh	34293	Element Entry	129874.
SHOCK, AWE E	34287	Element Entry	51508.
AUJI, Tmcrl R	34286	Element Entry	15.95
Coyote, Wile E	34285	Element Entry	32840.
Rohrbaugh, Ashley Nicole	34280	Element Entry	74126.
Lohr, A J	34289	Element Entry	48709.
GTMO, SARAH B.	34291	Element Entry	6.74
GTMO, JOSH N.	34288	Element Entry	6.74
Demo, Dlei A	34278	Element Entry	35000.
Vush, Gymrrt Q	34281	Element Entry	15.95
Burvato, Nathaniel	34275	Element Entry	0.
Burvato, Malcom	34271	Element Entry	1095.04
Boop, Betty	34272	Element Entry	85.5

Note: The bottom scroll bar begins under ***Entry Type***. The ***Employee*** name and ***Assignment Number*** stay visible as you scroll through the data. The ***Count*** on the Message Bar opens the number of records available for viewing.

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Viewing PB&E History, Continued

Printing the List of Employees by Element

Step	Action
1	There are two options for printing: • Export the list into an Excel spreadsheet and print. *OR* • Press the **Print Screen** button on the keyboard and print the list on each page.
2	To export the list to an Excel Spreadsheet, click **File** in the Main Menu then click **Export**. The **Export Data** window opens. Progress Exporting data…
3	Follow the Excel spreadsheet procedures for sorting and printing.